



City of Inver Grove Heights Parks and Recreation Department

Kids R.O.C.K. Summer 2022

Parent Handbook

Welcome to Kids R.O.C.K.!

Kids R.O.C.K. is the place to be for a summer to remember and we are pleased you have chosen our program! We recognize that you have entrusted us with your child's safety, which is our top priority. To assist us in maintaining the high standard that you expect from us, please read this booklet carefully and keep it for future reference. This policy handbook is our way of letting you know what you can expect from us, and what we need from you.

In addition to our great in-room activities, children will play outside at our awesome playground, swim in the water park, and play large group games on the turf or outside. Field trips are scheduled every other Wednesday and are optional but do require a separate registration.

Beginning June 16, be sure to check your email inbox on Thursdays for the Weekly Coordinator E-Newsletter. This newsletter will feature more specific information on weekly activities, program updates, special events and announcements. It is very important you pay attention to these documents even if it is an "off week" for your child. Please keep in mind the newsletter includes information for the upcoming week(s).

Kids R.O.C.K. Philosophy

The Kids R.O.C.K. attitude and approach focus on creating an environment that is healthy and safe; where encouragement, laughter and joy are the norm. We offer a recreational setting that provides unlimited opportunities for new experiences, while expanding physical and social skills, and individual growth and development.

Children are a vital part of our community. At Kids R.O.C.K., we aim to develop your child as a whole, while we provide a nurturing, supportive, and enriched environment in which children can exercise individual responsibility, social interactions, and free choice to promote a healthy self-image and enhance the quality of your child's life and community.

Our emphasis on fun, encouragement and active participation helps develop the courage and confidence to try new activities, learn teamwork and sportsmanship. Every child will explore a variety of active and social games, water activities, outdoor adventures, and the arts while learning to accept new challenges as a chance to grow in the company of good friends and supportive staff.

This handbook is designed to answer common questions. Please address additional questions to the Kids R.O.C.K Coordinator or Recreation Coordinator. This handbook contains useful information regarding the daily operation of our program and parent expectations. Please keep this handbook for your records.

Kids R.O.C.K Contact Information

Website: <http://www.ighmn.gov/kidsrock>

Kids R.O.C.K Coordinator – Jake Myran

Email: kidsrock@ighmn.gov

Recreation Coordinator – Chelsea Swiggum

Phone: 651-450-2580 EXT: 2580

Email: cswiggum@ighmn.gov

General Kids Rock Email:

kidsrock@ighmn.gov

Program Hours

Kids R.O.C.K. takes place Monday-Friday each week from June 13 to August 26. The program is open 7 a.m. – 5:30 p.m.

Program Location

We ask that children be dropped off at the Veterans Memorial Community Center at 8055 Barbara Avenue, Inver Grove Heights, MN 55077 by 9 a.m. at the latest. We like to have our day in full swing by 9 a.m., so getting your child here by then ensures that they are a part of the action.

Room Locations: * Ages may vary depending on registration numbers.

- 5-6 year-olds (Earth Group) –
 - Community Room 3: Located next to the Senior Center, between the West Ice Rink and the Armory. Enter Door E and go Right, it will be the last door on your right.
- 7-8 year-olds (Wind Group)
- 9-12 year-olds (Fire Group)-
 - Rooms B and C: Location in the National Guard building. Enter Door I and take a right. These rooms are located on your right-hand side once in the hallway.

Family Expectations

What Kids R.O.C.K. Expects from Families

- Check the "sign in" area for new information, reminders, handouts, and registration deadlines.
- Parent Logbook: if your child has any lessons, camps, special instructions for the day, etc. please be sure to record that in the Parent Logbook. Staff will be using this as an added reference throughout the day. Example: at drop-off, if you find yourself telling staff "Susie's dad is picking her up at 1:30 p.m. today", staff will ask you to write that in the Parent Logbook. What this will do is remind staff to tell Susie to grab her gear and bring it to their next activity.
- Communicate any concerns about your child to the staff. They are there to help.
- Listen to staff members' concerns about your child's behavior, and cooperatively work toward an agreeable solution to any problems.
- Talk to the staff or contact the Kids R.O.C.K. office if you have a question, concern, suggestion, or compliment. We value your feedback!
- Have children dressed appropriately for both indoor and outdoor activities.
- **Children must wear or bring a pair of tennis shoes with them to the program every day for activities.**
- Do not allow children to wear clothing that promotes tobacco/alcohol or that has objectionable language or graphics.
- Encourage children to help clean up the toys and other equipment before they leave for the day.
- Be prompt in picking up your child or children. The program closes at 5:30 p.m. A late fee will be added to any pick-ups that occur after 5:30 pm.
- Be courteous to all program staff. If you have a concern about staff or the program, please contact the Recreation or Kids Rock Coordinators and allow us to come up with an appropriate solution.
- Follow all COVID-19 guidelines and be flexible as they may change.

Parent Sign-In/Sign-Out

Every day that your child comes to Kids R.O.C.K. the parent or guardian is required to enter the building with their children in the morning and sign in with the room's sign-in sheet. When picking up your child, the parent or guardian is required to enter the building again and sign their child out. In addition to your signature, we will also ask to see your ID upon pick up of the child to verify that you are indeed one of the persons appointed to pick the child up at the end of the day.

Please note that you will be asked to show ID even if you have been coming everyday for years. It is possible that staff member has not met you yet and we will always error on the side of caution when it comes to your child's safety. As instructed / required by their direct supervisor, staff will ask you to go back to your vehicle to retrieve your ID, rain, or shine.

Parents must give authorization in writing if someone new is picking up their child. Please do not ask children to come to a waiting car or send them with another Kids R.O.C.K. sibling to sign him/her in. Parents are required to come into each specific classroom to sign in/ out. Children may not enter or exit alone.

Be aware that the road in front of the building is a one-way street (west to east) and serves as a cross walk from the parking lot to the building. Be mindful of any pedestrians when driving through and obey posted signs.

We close daily at 5:30 p.m. If you are late, there is a \$3 fee, for every five minutes you are late picking up your child. Any late fees will be deducted from your account the next business day. We will not accept checks or cash to cover late pick up fees.

Authorized Pick Ups

If you need to add someone to your list of people authorized to pick up your child, you must do so by emailing kidrock@ighmn.gov and we will add to the list. Your child's safety is our top priority. and we wish to see that they are in good hands as they leave our program.

Program Payment Procedures

Payment Information

All payments for the Kids R.O.C.K. program will be made via automatic payment on-line. **No cash or checks will be accepted for the program.** Charges will be made every other week to your account. Your monthly total will be your family's monthly childcare total divided equally.

2022 Payment Schedule

May 27, 2022	(June 13- June 24)
June 10, 2022	(June 27- July 8- excluding July 4)
June 24, 2022	(July 11- July 22)
July 8, 2022	(July 25- August 5)
July 22, 2022	(August 8- August 19)
August 5, 2022	(August 22- August 26- Only one week)

All participants must provide a form of automatic payment before participation in the program can begin. Any individual with late charges or returned item charges will be unable to participate in the program until their account is paid in full. Kids R.O.C.K. reserves the right to discontinue service if bank payment is returned or credit card is declined.

Families have the choice to join the automatic payment plan at the time of registration and select a payment date, or they may opt out of the payment plan and pay in full with one payment.

Billing/ Schedule Changes

Any changes to your schedule need to be communicated to the following email address:
kidsrock@ighmn.gov

Schedule changes are allowed according to the following schedule. No late or past requests will be honored. Schedule changes may include removing dates that your child was previously registered for or adding new dates.

Billing date	Dates deducted	Deadline to submit changes (1 week before billing date)
May 27, 2022	June 13- June 24	May 20, 2022
June 10, 2022	June 27- July 8	June 3, 2022
June 24, 2022	July 11- July 22	June 17, 2022
July 8, 2022	July 25- August 5	July 1, 2022
July 22, 2022	August 8- August 19	July 15, 2022
August 5, 2022	August 22- August 26	July 29, 2022

Example: If you need June 14th off due to a change in your family schedule, you must notify us via kidsrock@ighmn.gov no later than May 20, 2022. June 14 is scheduled to be paid out on May 27, 2022 according to the above schedule.

Late Charges: A \$25 late fee will be assessed to any participant failing to make payments by the agreed upon due date. This includes all payments that do not go through because of an account being closed, insufficient funds or similar circumstances. Please note, you are responsible for updating the Kids R.O.C.K. coordinator regarding any changes or updates to the payment information, including new expiration dates.

If you are late (after 5:30 p.m.) to pick up attending children, there is a late fee starting at 5:35 p.m. of \$3 every 5 minutes. Any late fees will be deducted from your account the upcoming Wednesday.

Refunds and program cancellations

An *emailed* two-week notice submitted via email to kidsrock@ighmn.gov (not given to the coordinator, lead teachers or assistants) is required to cancel your Kids R.O.C.K. contract. Verbal changes will not be honored. Enrollment fees are non-refundable at any time. Should you cancel or change your contract without a two-week written notice, you will be held responsible for the contracted outstanding monies.

Children Expectations

To keep our rooms as clean and organized as possible throughout the day, we would like to ask that your child only brings one bag to Kids R.O.C.K. each day in addition to their lunch box/bag. It is important for each child to bring the necessary items for the day. Every child is encouraged to bring a water bottle, sunscreen (that they will need to apply to himself/herself), tennis shoes, and a jacket (if necessary), in addition to a bagged lunch. Our rooms are equipped with a variety of age- appropriate games and activities for the children to enjoy. We have a **NO TOYS FROM HOME POLICY**. This also includes electronic devices (i.e. cell phones, iPod, tablets, etc.) Cell phones must be kept in their bag and only accessed with prior approval from staff. If a child has brought a toy from home and staff sees it, we will ask them to put it back in their bag or hold on to it for them until they are picked up at the end of the day. Kids ROCK staff and the VMCC are not responsible for lost or stolen items.

Behavior

- Respect yourself and others.
- Be responsible for your actions.
- Respect the property of others and the program.
- Use acceptable language.
- Use appropriate physical contact.
- Follow the instructions and directions of the Kids R.O.C.K. staff.
- Behavior is not expected to routinely require one-on-one supervision.
- Have an open mind and be willing to engage in activities.
- **Follow all current COVID-19 guidelines. Kids ROCK follows MDH and CDC guidelines.**

Discipline

Each room will have their own strategies and activities in place to deal with children behavior problems. The staff of each room will figure out what works best for their age level. However, if a severe or persistent problem arises, we do have formal disciplinary actions in place. The first offense will result in verbal warning with an explanation of their misbehavior. If a second offense occurs, we will ask that a parent or guardian meets with the coordinator and a classroom staff at the end of the day to discuss the incident at length. If a third offense occurs, parents/guardians will be notified by Kids R.O.C.K. staff/Coordinator to determine more strict disciplinary action. *We reserve the right to remove a child from the program at any point for violent and or overtly disrespectful behavior, regardless of which number offense it is.*

Daily Checklist

Daily:

- | | |
|--|---|
| <input type="checkbox"/> Face Covering (if required) | <input type="checkbox"/> Water bottle with name |
| <input type="checkbox"/> Tennis shoes | <input type="checkbox"/> Positive attitude |
| <input type="checkbox"/> My Lunch | <input type="checkbox"/> Sweatshirt for cooler mornings |

Swimming Day:

- | | |
|--|---|
| <input type="checkbox"/> Swimming suit | <input type="checkbox"/> Plastic bag for my wet clothes |
| <input type="checkbox"/> Towel | <input type="checkbox"/> Life Jacket (If needed) |

Summer 2022 Activity Schedule

These schedules are subject to change

Monday	Tuesday	Wednesday	Thursday	Friday
Swimming Earth: 1-2:15 p.m. Wind & Fire: 2:30-4:15 p.m.		Field trips or Skating 3:20-4:20 p.m. (alternating weeks)	Swimming Earth: 1-2:15 p.m. Wind & Fire: 2:30-4:15 p.m.	Library walking trips: TBD between 9 a.m.-4 p.m.

Lunch

Children must come prepared with a bag lunch from home each day. Lunches will be stored in the homerooms. *We do not have access to microwaves or refrigerators so please do not pack anything that needs to be microwaves or refrigeration.*

Lunch times are at the discretion of the lead staff for each class but will occur between 11 a.m. and 1 p.m. Each group will also get one provided snack per day, the exact time to be determined by each group's staff!

Extra Activities

You may choose to register your child for these activities at an additional fee.

Field Trips

Only registered Kids R.O.C.K. children are eligible for these trips and MUST be registered to attend Kids R.O.C.K. on the field trip day. Any outdoor field trips will be based on weather, staff will monitor the weather ahead of time and make appropriate changes. Any changes will be communicated to registered participants. All important information will be sent to registered participants ahead of time. Official 2022 Kids R.O.C.K. t-shirts must be worn on field trip days. Please reach out with any questions.

Registration dates: The last day to register for field trips is June 6. Register online at ighmn.gov/register. Search "Kids ROCK Field Trip"

Date	Time (Includes travel time)	Location	Cost	Trip Notes
Wednesday, June 22	10:30-1:30pm	MN Zoo	\$14	
Wednesday, July 6	10am-1:30pm	MN Science Museum	\$14	
Wednesday, July 20	9:30am- 1:30pm	Grand Slam Burnsville	\$14	Hotdog & Soda Provided with ticket.
Wednesday, August 3	11am-3:15pm	Cascade Bay	\$14	
Wednesday, August 17	10:45am-3:15pm	SanVenture Aquatic Park	\$14	

Swim Lessons

The Aquatic Coordinator has partnered with the Kids R.O.C.K. program to provide a one-time specialized 4-week offering. Only registered Kids R.O.C.K. children are eligible for this program.

Due to the pool project/ closure the original swim lesson plan for Kids R.O.C.K. has been altered for 2022.

The first offering of the specialized 4-week Kids R.O.C.K. program will be honored for those who previously registered. Beyond that, we encourage you to view our regular scheduled swim lessons online and register there. If your child does register for a swim lesson during the day/ while attending Kids R.O.C.K., you will need to provide us with that registration information via kidsrock@ighmn.gov. We will have a Kids R.O.C.K. staff member bring them to and from their lessons.

Parent Tot, Preschool, and levels 1-2 swimming lessons will be offered this summer. Levels 3, 4 and 5 classes, private and semi-private and adult swimming lessons will not be offered due to the closure of the lap and dive pools. Those classes will resume in the fall.

**Aquatic activities are subject to change and dependent on facility availability. All participants will be required to be swim tested on their first day of swimming.

How to Register for regular scheduled swim lessons: Visit www.ighmn.gov/register and search the swim lesson offerings for the summer of 2022. You will register for these programs just as you would any other Parks and Recreation program.

Interim Aquatic Coordinator: Suzie Seabright Hofmeister, sshoefmeister@ighmn.gov or 651-450-3427

Sessions	Dates	Time	Fee
Kids ROCK Swim Lessons- Session 1	Monday & Thursdays, June 13- 23	Earth: 11:30 a.m.- 12 p.m. Wind & Fire: 3-3:30 p.m.	\$30 Members/ \$32 Non-Members

On-Campus Programs

Check out the summer Parks and Recreation brochure to see what else we have offered this summer! There are a handful of programs that happen during the day and at the VMCC. If you choose to register for any additional programs, it is your responsibility to communicate to us at kidsrock@ighmn.gov all of the details. These programs are not affiliated with the Kids R.O.C.K. program. Please keep in mind the Kids R.O.C.K schedule, especially the field trip schedule. Only on-campus programs will be permitted.

Registration dates: March 15 until one week prior to start of each program. Register online at ighmn.gov/register.

Safety and Health

Severe Weather

If the city of Inver Grove Heights experiences severe weather (i.e., the sirens go off) we will take all children into the designated severe weather safe zones.

Building Closings

If the Veterans Memorial Community Center is unexpectedly unable to open or closes for any reason, we will notify parents and guardians immediately

- Closes before drop-off time (7-9am) a notice will be posted on entry doors.
- All Kids R.O.C.K. programs will be cancelled for the remainder of the day if the closing lasts past 9 a.m.
- Closes after drop-off times (after 9am) parents will be notified via phone and city website.

Sick Children

There will be an area for your child to rest until they feel well enough to participate in program activities. Parents/guardians will be called if a child vomits, has a temperature over 100, or if they feel too ill to stay for the day. We cannot provide Ibuprofen or Tylenol to attendees. If your child needs any medication, make sure you have the proper medical forms and signatures completed before enrolling your child. (In addition, all Kids R.O.C.K. staff are First Aid certified to help with various issues that may arise.)

Please DO NOT bring your child if they are sick, have lice (any nits present), or any other malady that would put them or other children in harm's way. All children must be symptom-free for 24 hours.

Parents/ guardians will be called if any COVID-19 symptoms present. DO NOT COME IF SICK!

Injuries or Accidents

While we try to keep children as safe as possible here at Kids R.O.C.K. accidents and injuries may happen. In case of a minor injury, staff members will perform the necessary First Aid procedures and parents will be notified at pick up. Parents will be notified immediately if any major/ serious injuries occur.

How to register:

Step 1: Online Process: www.ighmn.gov/register Search Activities> Camps> "Kids R.O.C.K. 2022"

1. Select *Enroll Now*
2. Who are you enrolling? Select the appropriate person from the dropdown list.
3. Days and sessions for which you are enrolling. Select the check box next to "Kids R.O.C.K. 2022" and then open the drop down to select dates.
4. The system will automatically select all available dates. You may choose to unselect the dates you do not want to attend, or you may clear all dates by selecting *remove all* and individually selecting your dates. (Blue highlight means selected).
5. Block booking allows you to select ALL preferred options. For example, if you want all Mondays in the summer. You can select *Mon* in the block booking options and all available Mondays will be selected.
6. A summary of what you selected will show below. Be sure to also answer any questions in the Enrollment Details at the bottom.
7. To add another child, you will select *Register another participant* on the right side under your fee summary. You will repeat the same process for your remaining children.
8. Select *Add to Cart*
9. Here you can view the breakdown of your charges for each participant by selecting the blue \$0.00 ^. You can also view the automatic payment schedule below.
10. Administration fees are required to be paid at the time of registration.
11. You can choose to continue with the automatic payment plan or pay your full total at once by unselecting the *Use Payment Plan* box.
12. Read and review all attached waivers at the bottom of the screen. Check the box once you have fully read and understood each posted waiver.
13. Select *Check out*.
14. Input, update or select your preferred payment option and select *Pay*.
15. It is suggested that you print and or save a copy of your receipt for future reference.

Step 2: The 2022 participant information forms must be completed in their entirety. These forms can be found online at ighmn.gov/kidsrock. A separate packet should be completed for each child. These forms are due within two weeks of completing the online registration.

Step 3: Completed participant information forms can be sent via email to kidsrock@ighmn.gov, dropped off at the VMCC guest services desk, or mailed to the address below.

Veteran's Memorial Community Center
Attn: Parks & Recreation- Kids ROCK
8055 Barbara Ave.,
Inver Grove Heights, MN 55077